

**CODE: 1512
FLSA: EXEMPT
GRADE: 13**

**TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: PLANNER
PLANNING AND ZONING DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, performs professional planning and technical work in the coordination of projects from the public and private sectors for the Planning and Zoning Department. Work involves reviewing residential and commercial building permits; reviewing applications for certificates of occupancy, driveway permits, subdivision, other development plans, and zoning interpretations; serving as the technical staff representative for Historic District Board and Town/Business Liaison Committee; assisting in the coordination of Geographical Information System database and mapping; and providing technical assistance to the public relative to interpreting and explaining planning and zoning regulations. Reports to the Director of Planning and Zoning.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs building permit review and logging in Fairfax County's permitting system; performs subdivision and conditional use permit review.

Responds to inquiries from the public on the telephone and in person; conducts necessary research; schedules appointments to meet with customers.

Tracks the status of all pending certificates of occupancy for residential and commercial projects under construction; coordinates with the inspection staff to monitor project status in the field.

Conducts field visits to sites as necessary.

Uses software to create and edit as necessary data for the Town's official and comprehensive plan maps to assist Geographical Information System consultants.

Prepares staff reports for the Windover Heights Board of Review meetings for any proposed construction in the Town's historic district; attends meetings and answers questions.

Serves as the technical staff representative for the Town Business Liaison Committee; prepares agendas; assists with projects such as the Retail Shopping Guide, etc.

Serves as the technical staff person for properties in the Chesapeake Bay Resource Protection Areas; evaluates Water Quality Impact Assessments for compliance with Statewide environmental regulations.

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Conducts research to prepare Zoning Administrator's determination letters for properties as per request.

Prepares and prints maps as requested by the public, other Town departments, and by the Mayor, Town Council, and Town Boards.

Prepares with the Senior Planner parking plan site plans by hand using a scale and in Geographical Information System using orthophotography, street centerlines, buildings, and other background layers.

Conducts field inspections for compliance with Windover Heights and Chesapeake Bay when applicable prior to occupancy.

Assists in the creation of the Town's Comprehensive Plan; conducts research; reviews drafts; collects ideas to be included in the next plan.

Provides support the department's administrative office staff as needed.

Serves as the departmental liaison to Fairfax County for permit review; assists Planning and Zoning and Public Works staff who are learning how to use FIDO.

Drafts legislative amendments to planning and land use issues such as the interpretation of maximum building height.

Maintains a database of all approved permit applications.

Presents agenda items at Town Council meetings on behalf of the Planning and Zoning Department or Town/Business Liaison committee.

Attends department head meetings in the event that the Director of Planning and Zoning and Senior Planner cannot attend.

Assists the Planning and Zoning Department with other duties not limited to copying, filing, trips to off-site storage to retrieve old files, etc.

Prepares or assists in the preparation of new or revised handouts on building permit procedures.

Prepares agendas and staff reports; attends meetings of the Windover Heights Board of Review and the Town Business Liaison Committee.

Receives and/or reviews various records and reports such as preliminary and final subdivision plats; site plans; landscape plans; conditional use permits; zoning interpretation letters; residential, commercial, and industrial building permits; and change/edits needed to correct the various Town maps.

Prepares and/or processes various records and reports such as use or setback interpretation letters per request, agendas, staff reports for the Windover Heights Board, agendas for Windover Heights Board of Review and Town Business Liaison Committee, initial review memorandum for customers on explanations for denial building permits, and new or revised handouts on building permit procedures.

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Refers to Town of Vienna Code, Code Book Memoranda, Chesapeake Bay Ordinances and Chesapeake Bay Buffers Manual, Chesapeake Bay Preservation Act – CH21 of the Code of Virginia, Riparian Buffers Modification and Mitigation Guidance Manual – Chesapeake Bay Local Assistance Department, Boca Land Use categories, Virginia Statewide Uniform Building Code, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a motor vehicle a variety of office equipment such as color plotter, photocopier/scanner, fax machine, telephone, desktop computer, printer, etc.

Uses a variety of tools such as engineer and architect scales, calculator, protractor and compass, etc.; a variety of supplies such as building plans, set of rubber ink stamps, writing instruments, recordable compact disks, general office supplies, etc.; and a variety of computer software such as Microsoft Office, Hansen FIDO, Esri ArcMap, Arc Catalog, Arc Toolbox, Adobe Acrobat Reader, etc.

Interacts and communicates with various groups and individuals such as the Director of Planning and Zoning, Senior Planner, Planning and Zoning Department, Windover Heights Board and Town/Business Liaison Committee, Fairfax County staff in permit review, and the general public.

ADDITIONAL JOB FUNCTIONS

Assists frail or disabled customers such as carrying materials to their car for them, etc.

Uses Spanish when necessary to communicate with customers who do not understand English.

Serves as the departmental representative on the Town's Wellness Committee by attending bi-monthly meetings and committee sponsored events, assisting with projects, etc.

Volunteers to fill in for other staff that have to miss night meetings such as for the Board of Zoning Appeals and Board of Architectural Review.

Escorts customers to other departments in the building.

Provides support when one or both administrative assistant are out such as typing certificates of occupancy, processing fence permits, preparing permits for pick up, etc.

Assists other staff with the copier, fax machine, etc.

Performs general office/administrative work as required, including but not limited to typing reports and correspondence, entering computer data, copying and filing documents, answering the telephone, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in urban or regional planning or related field supplemented by one to two years of professional urban planning experience; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Must have a valid State driver's license. A Master's degree in urban planning is preferred.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which involves some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds) and occasionally heavier weight (up to 50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of strategic plans and proposals, architectural drawings, codes, reports, correspondence, etc. Requires the ability to prepare complex plans and reports, analytical reports, correspondence, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including planning, community development, zoning, land use development, economics, architecture, civil engineering, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use advanced applications of algebra, geometry, trigonometry and statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have moderate levels of eye/hand/foot coordination.

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Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree, or to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Planning and Zoning Department as they pertain to the performance of duties of the Planner. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices, and methodologies of urban planning. Is able to apply knowledge of economics, land development, civil engineering, architecture, transportation engineering, zoning, and sociology in the planning process. Has a thorough understanding of land use concepts, population densities, and annexation issues. Has knowledge and skills required in determining needs of the Town and helping to ensure that those needs are met. Is able to assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems. Has knowledge of specific Town/county ordinances as they apply to the duties and responsibilities of the position. Is able to coordinate department activities with other Town and county departments, property/business owners, residents, and community leaders in order to accomplish goals and complete projects. Has thorough knowledge of planning, development, and land use terminology. Is able to efficiently and effectively collect, tabulate, and analyze relevant data and apply it to the planning process. Is able to work under stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Is able to make effective presentations and speeches. Is able to make sound, educated decisions. Is able to effectively supervise and evaluate the work of others. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Has thorough knowledge of proper English usage, vocabulary, spelling, and basic mathematics. Has thorough knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for data and word processing. Has knowledge of how to react calmly and quickly in emergency situations. Has knowledge of the occupational hazards and safety precautions of the industry. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Has knowledge of how to personally demonstrate appropriate customer service skills.

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Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

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DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.